

Temple Emanu El Preschool Parent Handbook

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COVID-19 Related Changes are noted in Red

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WELCOME

Welcome to Temple Emanu El Preschool. We look forward to working with you to make your child's preschool years fun, exciting, and challenging. We are part of Ohio's Step Up to Quality Program and we believe early experiences last a lifetime.

We provide a safe and secure environment for your child to explore and develop a love of learning, as well as the support and respect necessary for your child to grow emotionally, cognitively, socially, and physically.

Our program includes an introduction to Jewish awareness through music, art, holiday celebrations, and an understanding of and respect for Jewish values. Our preschool students interact with our clergy several times each week.

Parental involvement is integral to the success of our Preschool. We encourage questions and welcome parents to volunteer in classrooms and as a part of our Parent Committee and our holiday and graduation task groups. Parents are always welcome join us at Friday morning Shabbat services and to enjoy Jewish and secular holidays with us. If you would like to get involved, please give us a call.

Throughout the year, we are constantly evaluating the progress of all our students and will update you either by request or through our spring and fall Parent-Teacher Conferences. We utilize the Ages and Stages Questionnaires along with the Creative Curriculum assessments to monitor progression towards developmental milestones. Our doors are always open should you need to talk about any aspect of your child's growth. Please do not hesitate to call or come by to see us.

-- Preschool Faculty

PHILOSOPHY

Temple Emanu El Preschool was established to provide quality, loving care for students from 6 weeks through the Pre-Kindergarten year. The Preschool provides a nurturing, supportive, safe environment in which students can learn, play, and socialize. The program features an extensive curriculum, which promotes a positive self-image, intellectual growth, independence, and Judaic content. Activities are planned and geared toward the developmental stage and the ability of the individual student. Patience, love, and respect are the basis for guiding the students through these formative years. Flexibility is one of our strengths. Full and half-day schedules are available on a daily or weekly basis, as the family schedule warrants.

PROCEDURE FOR CONFLICT RESOLUTION

If a parent or employee has concern regarding the infant or preschool program, a written communication can be sent to the ECE Director who will facilitate a solution with involved parties. If a resolution cannot be reached, the issue will be escalated to the Rabbi and Executive Director.

CONFLICT OF INTEREST

Employees of Temple Emanu El may not directly or indirectly engage in any outside business, financial transaction, or other activity which interferes with their ability to perform their duties fully or which conflicts with the interests of Temple Emanu El. As such, our staff are not permitted to provide babysitting, nannying, or other services to our families while employed by Temple Emanu El.

ENROLLMENT

A child is considered enrolled in Temple Emanu El Preschool after the registration fee, security deposit and first month's tuition are paid in full, and a Financial Agreement Form is signed.

The following forms need to be completed before the child can begin: Enrollment & Health Form, Family Information Form, and Medical/Physical Care Plan (if needed).

For infants, there is also a Basic Infant Information Form that will need to be completed.

A Medical Form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. We also ask for a photo release, Shutterfly share, and field trip release form to be completed.

Forms will need to be updated on an annual basis. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Please note that we require all children to be current in their immunizations unless there is a medical exemption on file.

Registration Procedure

1. Make an appointment with the ECE Director to tour the Preschool.
2. Complete an Intake Form.
3. To *initially* enroll a student in TEE Preschool, the following is required: a one-time \$50 non-refundable application fee, the equivalent of the first month's tuition, and a \$500 security deposit. For those already enrolled in TEE Preschool, there will be no additional fees assessed.
4. The Financial Agreement Form must have credit card information so that it can be kept on file.
5. Visit the Preschool at least once with your child before his/her first day.

Each child will be accepted for a two-week trial period. If for any reason the Preschool or parent feels a child is not benefiting from the program, a conference will be called to discuss the situation and assist in making appropriate arrangements that will best benefit the child.

Change in Personal Information

It is of utmost importance that the Preschool always has accurate and up-to-date records. This includes names, addresses, and telephone numbers, and email addresses of parents, guardians, physicians, and emergency contacts. Parents will be asked to update their child's files annually. Please notify the Director when there is a change. Custody statements from divorce/separation agreements must be kept on file.

TUITION AND PAYMENT POLICIES (June 2020 through May 2021)

Infant Room Rate

Daily: \$75.00

Toddler Rate:

Full Day: \$68.50

½ Day: \$56

Preschool Rate:

Full Day: \$64

½ Day: \$51.50

Students are considered toddlers when they move to Toddler 1 (approximately 14-18 months) and until they are fully toilet trained including during nap time (which means that there are no longer diapers in the building for your child). Adjustments for moving to the Toddler or Preschool rates will be made on the next statement issued after the change is made.

Temple Emanu El Preschool offers a 5% discount on a sibling. The 5% discount is credited to the student with the lower tuition rate. If there are siblings only in the Infant Room, there is no discount until the siblings move to Toddler 1.

Payment of Tuition and Fees

Tuition and fees statements are sent out prior to the month (approximately the 20th of each month) and are due the first of each month. Temple Emanu El Preschool requires all families to keep a current credit card on file. MasterCard, Visa, Discover, and American Express are all accepted by Temple Emanu El.

The monthly tuition is based on annual expenses. Tuition will not be credited for illness, vacation, Preschool closings or ***COVID-19 closures**. Tuition will be adjusted for additional days/ times requested.

Temple Emanu El shall have the right to cancel this agreement in the event of strikes, lockouts, or labor disputes; or inability to obtain labor or materials, or reasonable substitutes therefore beyond the reasonable control of Temple Emanu El; or acts of God, governmental restrictions, regulations or controls, enemy or hostile government action, civil commotion, fire or other casualty, pandemic or other conditions similar to those enumerated herein beyond the reasonable control of Temple Emanu El.

The Preschool encourages families to allow the Temple bookkeeper to debit your card on the 1st of each month.

For those who are not paid in full by the 1st of the month, an email will be sent by the bookkeeper. Your account is considered delinquent as soon as payment is missed. Temple Emanu El reserves the right to debit your credit card on file. If your credit card declines and payment is not made by the 5th business day of the month, your child's enrollment will be suspended, and he/she will no longer be permitted to attend Preschool. You child may return if space is available and past payment is made along with a \$50.00 delinquency fee. You will be responsible for all fees related to collection, legal or otherwise.

Families may also choose to make payment online. Login information will be provided for each family.

All checks are to be made payable to Temple Emanu El. There is a \$30.00 charge for all checks returned unpaid.

Security Deposit and Program Withdrawal

The security deposit will be held until the student exits the program and will be applied to the final month of tuition if the parents provide the ECE Director with written notice of the intent to withdraw the child 45 calendar days prior to the intended last day of service. If a notice of withdrawal is received less than 45 calendar days prior to the student's last day, the security deposit will be forfeited. Temple Emanu El will happily transfer records to a new school upon written request with a signed transfer of records form.

If practical, an exit interview will be conducted by a member of the LCC or Board of Trustees when a family leaves the program. The ECE Director or Senior Rabbi may briefly participate in the interview. This process applies to families of children matriculating into kindergarten as well as those that leave the program at an earlier time.

Absenteeism

Parents are requested to notify the Preschool in advance when a child will be absent. In the case of illness, please notify the Preschool by 8:30 am (**9:30am until further notice**). See Health and Illness Policies (page 13) for information regarding return after illness. The Interim Preschool Director will follow up with email or phone call communication for students who are absent from school without notice to ensure student safety.

Holidays

Full tuition is due for any missed days including holidays. The Preschool is closed on the following **Secular**

Holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas

The Preschool is closed on the following **Jewish Holidays:**

- Rosh Hashanah (2 days)
- Yom Kippur
- Sukkot
- Simchat Torah
- Passover
- Shavuot

On the day preceding Rosh Hashanah, Yom Kippur and Passover, the Preschool will close at 12:30 pm.

Late Pick-Up Charges

In the event of a child not being released to an authorized escort, parents will be responsible for any late fee incurred for pick up after 6:00 pm (5:00 pm until further notice). The late fee is \$1 for every minute after 6:05 pm (5:05 pm until further notice). Late fees will be charged to the next month's tuition bill.

HOURS AND DAYS OF OPERATION

Hours

Temple Emanu El Preschool is open Monday through Friday from 7:30 am to 6:00 pm. Beginning June 15, 2020 until further notice, the Temple Emanu El Preschool will operate Monday through Friday from 8:00 am to 5:00 pm.

Arrival Time

All children should arrive from 7:30 am through 9:00 am. (8:00 am through 9:00 am until further notice). All children must be escorted into their classrooms and signed in by a parent or authorized adult. Beginning June 15, 2020 until further notice, a teacher will come to your car, take your child out of his/her car seat, and escort your child to his/her classroom. Parents are asked to remain in their cars. If a parent is dropping off multiple children, then a parent is permitted out of the car for additional supervision. Parents must wear masks if they exit their car. Any special messages, requests for medications, special pick-up notes, or the like are to be sent to the teacher via Brightwheel. No child will ever be left alone.

Dismissal Time

For ½ day students, dismissal is 12:30 p.m. For full day students, dismissal is from 3:30 pm-6:00 pm (5:00 pm until further notice). Parents who have their children enrolled in the ½ day will be billed for a longer day if they come past dismissal time.

No child will be released to any person who is not listed as the pick-up person. Unfamiliar persons will be asked for identification.

Pick Up Authorization

The parent dropping the student off at school in the morning MUST indicate who will pick up the student that day. A person other than the parent bringing the student may sign this information as an agent for the parent. Only persons authorized by parent or legal guardian may sign to pick up the student. Individuals authorized to pick up should be added to your child's Brightwheel profile.

In the event these plans change during the day, a parent or legal guardian must call or email the Preschool and report the change. ONLY PARENT(S) or LEGAL GUARDIAN(S) MAY AUTHORIZE THIS CHANGE. Grandparents, unless they have been appointed as legal guardian by a court of law, may not authorize a change in pick-up designee.

For your child's safety, if an unauthorized person comes to pick up a student, the student will not be released. The Interim Preschool Director or teacher will call the parents to verify. In the event the parents cannot be reached, the child will not be released. The Preschool faculty will continue to try and reach the parents to inform them that the student is still at school.

In the event parents are out of town, a letter stating who is responsible for the student must be given to the Preschool along with phone numbers where this person can be reached day and night. This allows that person to authorize pick-up changes during the parent's absence only. This information must be in writing.

When an authorized escort arrives to pick up a student, if the Preschool staff has not met or does not recognize this person, that person will be asked to show picture identification. The student will not be released until identity has been verified. Please inform your authorized escorts of this policy. In addition, please be certain your authorized escort has the Preschool phone number, so they can notify us in case of a delay. We will, in turn, notify you in case you wish to make alternate arrangements.

In the event of a student not being released to an unauthorized escort, parents will be responsible for any late fee incurred for pick up after 6:00 pm (5:00 pm until further notice). The late fee is \$1 for every minute after 6:05 pm (5:05 pm until further notice).

Closings

The Preschool is closed on the following **Secular Holidays**:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Independence Day
- Memorial Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas

The Preschool is closed on the following **Jewish Holidays**:

- Rosh Hashanah (2 days)
- Yom Kippur
- Sukkot
- Simchat Torah
- Passover
- Shavuot

On the day preceding Rosh Hashanah, Yom Kippur and Passover, the Preschool will close at 12:30 pm.

The Preschool will also be closed for a ½ day between the school year session and the summer camp session, 3 days between the summer camp session and the school year session, and for winter break. See annual Preschool calendar for dates.

TEACHER-STUDENT RATIO AND GROUP SIZES

Temple Emanu El Preschool is licensed by the Ohio Department of Job and Family Services to serve the following groups and will not exceed the following state required ratios:

6 weeks to 12 months	1:5	Group Size 12
12 months to 18 months	1:6	Group Size 8
18 months to 30 months	1:7	Group Size 8
30 months to 3 years	1:8	Group Size 14
3 years to 4 years	1:12	Group Size 14
4years to 5 years	1:14	Group Size 14

The teacher-student ratio is always maintained. No student will ever be left alone or unsupervised.

FIRST DAY OF SCHOOL CHECKLIST

For infants – To be Brought Daily

- Bottles labeled with the student’s full name and date with caps
- Formula or breast milk
- Baby food labeled with the child’s name and date
- Pacifier, if desired

For infants – To be Left at School

- Picture of student
- 2-3 extra sets of cloths
- Sleep sack
- Diapers
- Wipes
- Diaper cream, if desired

For Toddlers & Preschoolers

- Picture of student
- Plastic cup with lid
- 1-2 extra sets of cloths
- Sweater or sweatshirt
- Diapers, pull-ups, and wipes, if needed
- Blanket, pillow, and crib sheet
- Sunscreen during summer
- Bathing suit and towel for water play during summer
- **3 cloth masks daily – masks should be labeled**

Please make sure that all items are labeled. Do NOT allow your child to bring toys, books, or other items, except on designated Show-n-Tell days. Teachers cannot be responsible for lost or damaged items.

Starting, Tuesday August 23rd ALL students in 2 years of age and older are required wear a mask when attending TEE. Students will NOT wear a mask when they are eating, sleeping or outside.

DAILY SCHEDULES

Infant & Toddler Program

Infants & toddlers learn by exploring their surroundings. We encourage and foster this process by continually providing new experiences. Students will have the opportunity to participate in art, science, and music activities, as well as small and large group play.

Toddlers are working on two very important goals: language development and control over their environment. To foster growth in language development, we encourage and initiate discussions and model language skills throughout the day as we talk about past and future activities. For each action and activity, there will be sounds, words, questions, and answers.

To foster control over students' environment, we help him/her to learn how to make decisions by allowing him/her to make choices whenever possible. We will slowly encourage toilet training as students seem ready. We will work with a variety of materials to stimulate the senses and explore many artistic mediums. Our emphasis is always on the process rather than the results.

Temple Emanu El teachers check and change diapers every **2 hours** or more frequently if needed or requested.

Infant & Toddler Schedule (Infant feeding and sleeping based on individual needs)

8:00 am-9:00 am	Receive students, free choice activities
9:00 am-9:45 am	Morning snack and diapering
9:45 am-10:00 am	Circle time - songs and stories
10:00 am-10:45 am	Planned classroom activities
10:45 am-11:00 am	Diaper check and potty try
11:00 am-12:00pm	Large muscle activities (outdoor/indoor)
12:00 pm-12:30 pm	Lunch
12:30 pm-12:45 pm	Diapering and potty try
12:45 pm-1:00 pm	Story and preparation for nap
1:00 pm-3:00 pm	Nap time
3:00 pm-3:15 pm	Wake up, diapering, preparation for snack
3:15 pm-3:30 pm	Afternoon snack
3:30 pm-4:30 pm	Large muscle activities (outdoor/indoor) & Planned classroom activities
4:30 pm-5:00 pm	Free choice activities and dismissal

ALL TIMES ARE FLEXIBLE EXCEPT FOR LUNCH AND NAP

Preschool Program

Our philosophy is dedicated to guidance and learning with patience, love, and respect. The result is a confident student who is ready for the challenges of his/her school experience.

Our program stresses growth in emotional and social awareness. We will provide students with the opportunity to play with others in small and large group situations. Students will learn how to get along and share ideas and toys with others.

Your child will have the opportunity to explore many sensory experiences and materials through art, music, science projects, literature, movement, performing arts, etc. Your child's curiosity will be stimulated as we foster a willingness to try new things.

Temple Emanu El teachers will encourage children to use the toilet every **2 hours** or more frequently if needed or requested.

Beginning June 15, 2020, until further notice, classes will not be combined in classroom environments.

Preschool Schedule

8:00 am-8:30 pm	Receive children, quiet free choice activities
8:30 am-9:00 am	Free choice activities, complete receiving children, clean up, prepare for snack
9:00 am-9:30 am	Morning snack and bathroom break
9:30 am-10:00 am	Group time - literature/language

10:00 am-11:00 am	Planned classroom activities
11:00 am-11:30 am	Large muscle activities (outdoor/indoor)
11:30 am-12:00 pm	Second group time
12:00 pm-12:30 pm	Lunch
12:30 pm-12:45 pm	Story time
12:45 pm-1:00 pm	Bathroom, preparation for nap
1:00 pm-3:00 pm	Nap time
3:00 pm-3:15 pm	Wake up, bathroom, prepare for snack
3:15 pm-3:30 pm	Afternoon snack
3:30 pm-4:30 pm	Large muscle activities (outdoor/indoor) & Planned classroom activities
4:30 pm-5:00 pm	Free choice activities (all classes) and Final dismissal

ALL TIMES ARE FLEXIBLE EXCEPT FOR LUNCH AND NAP.

All equipment used by our students meet Federal Safety Standards. Equipment undergoes regular inspection and constant upkeep by the Interim Preschool Director, teachers, and Temple Emanu El paid custodians.

Weekly Lesson Plans

Weekly lesson plans are prepared by the classroom teachers and approved by the Interim Preschool Director. Plans are posted in the classroom and are available upon request. Parents are welcome and encouraged to participate in Preschool activities whenever they wish. **Beginning June 15, 2020 until June 7, 2022 parents participation will be suspended per our COVID 19 policy.**

Child Assessments

Temple Emanu El Preschool uses a variety of screening and assessment tools. Upon enrollment and then annually, every student is screened using the Ages and Stages Questionnaire (ASQ). Parents are asked to complete the same age ASQ. The ASQ's are compared and parents are notified of the results of the screening. If further action is needed, a plan will be created in concert with parents, teachers, and the Director. Children may be screened more often if needed to measure progress towards goals.

During the school year, students are assessed with the Teaching Strategies Gold Assessment. Although reports are confidential, a copy will be given to the parent at the Parent-Teacher Conferences held in the spring and fall. A second copy will be kept in the student's file. Files are available to the custodial parent or guardian at any time. Assessments may also be shared with ODJFS for licensing purposes pursuant to 5101:2-17 of the Administrative Code.

In addition to prescribed parent-teacher conferences, teachers will be available for conferences as needed to discuss needs or concerns.

Naptime

Infants will nap per parent's prescribed schedule as best as possible throughout each day. Teachers will always be in the classroom supervising naptime. Cribs are for individual use and are not shared with other children. Sheets will be changed weekly and washed by a laundry service.

Toddlers and Preschoolers will be offered an opportunity to rest or nap from 1:00 pm to 3:00 pm daily. One teacher will be in each classroom to supervise naptime. Bedding will be sent home weekly, unless soiled. Additionally, cots will be set up so that children are not directly face-to-face with another child. Children who do not nap may be provided a quiet activity but will remain on their cots to rest.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play is included daily.

We limit the amount of time outside when the temperatures are very warm or very cold. Students will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. Teachers will also adjust outdoor time due to rain, threatening weather, ozone warnings, and the like. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities.

Students must be dressed for indoor as well as outdoor play including having sturdy closed shoes good for running and climbing and an appropriate weight jacket or coat. Snowsuits, gloves, and boots are required in winter. During summer months, students should arrive at school with sunscreen applied. Parents will need to complete a form allowing teachers to apply sunscreen. Sunscreen will be reapplied as needed before and during outdoor play.

The Temple Emanu El Preschool playgrounds are for use by our students only during school hours.

Water Play

Water play activities will be provided for students during the summer which will include sprinklers, water tables, and small wading pools (less than 24 inches deep). Parents will be asked to sign written permission slips prior to infants and toddlers using wading pools. Please remember to send bathing suits, towels, and sunscreen for your children.

During summer months, students should arrive at school with sunscreen applied. Parents will need to complete a form allowing teachers to apply sunscreen. Sunscreen will be reapplied as needed before and during outdoor play. If your child burns easily, please include a lightweight t-shirt that they may wear over their swimsuit.

Beginning June 8, 2021 until further notice, pools will not be shared amongst multiple classrooms. Each classroom is assigned a pool to use for the entire summer. Pools will be emptied and sanitized after every use.

BEHAVIOR MANAGEMENT

Temple Emanu El Preschool's philosophy on behavior management is dedicated to guidance and learning. It is not one of punishment or physical force. The faculty works toward teaching appropriate behaviors to students, teachers, and parents.

Teachers help students handle conflicts by communicating feelings, problem solving, and encouraging cooperation. When necessary, a "time out" may be used. After the "time out" period, the teacher and student will talk about appropriate and inappropriate behaviors.

Every attempt will be made to work together with the parents and the student to correct the behavior. If a situation arises where a student is consistently endangering himself, peers, or teachers, it may become necessary to suspend the student from the Preschool. The Interim Preschool Director will provide written and verbal communication to attempt to resolve the safety issues prior to a suspension occurring.

Any student who is displaying emotional trauma beyond our areas of expertise and ability to help will be required to receive outside help at the parent's expense to remain enrolled. If after a period of time (to be determined by our Director, teachers, and the outside professional) no improvement is seen, the student may be removed from the school.

Students are not permitted to hurt themselves or others nor are they allowed to damage equipment. Students caught with a firearm, or any other weapon will be immediately and permanently removed from the Preschool.

The staff and Interim Preschool Director will work with the families to accommodate and assist with providing proper support for infants and children with special needs and/or health conditions. Once notified about a special need or health condition, we will provide a Child Physical and Medical Form, which needs to be completed by the parent/guardian and pediatrician. We will provide families with resources and referrals to assure that we are encouraging a child to reach developmental milestones.

If the student demonstrates behavior that requires frequent extra attention from a faculty member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with licensing requirements.

Physical discipline is a cause for immediate dismissal of any faculty member.

TRANSPORTATION OF STUDENTS AND FIELD TRIPS

Students are never allowed to be transported in faculty members' cars for any reason.

Temple Emanu El does not provide transportation of any kind. Students may take walking trips around the neighborhood. Teacher-student ratios will be maintained. Before departing the Preschool, a count will be taken of all students, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all students have arrived safely. This process will be repeated upon leaving the destination and returning to the Preschool. During field trips, each staff member will have specific students that they are responsible for supervising.

Students will be labeled with the Preschool name, address, and phone number. A first aid kit, person trained in first aid, and emergency authorization forms will accompany all groups. Permission slips must be completed by a parent prior to trip.

DIETARY POLICY

Temple Emanu El is a nut-free facility and no nuts of any kind or peanut oil is allowed in the building.

The Preschool serves *Kosher-style* lunches and snacks; however, the food is *not* Kosher. Meat and milk are not served together nor are pork or shellfish ever served. Passover dietary laws are observed. If a special diet is required, a physician's signed statement must be obtained.

Lunch is served at 12:00 p.m. Lunches contain 1/3 of the recommended daily dietary allowance for students. Morning snack is served at 9:30 am and the afternoon snack is served at 3:15 pm. Snacks are nutritious and contain at least two foods from the four basic food groups.

Lunch and snack menus are posted on the Parent Information Board and within each classroom. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

If requested, Temple Emanu El Preschool can provide gluten free, wheat free, soy free, dairy free, egg free, and fish/shellfish free lunches. Requests need to be made directly with the Interim Preschool Director.

Temple Emanu El Preschool will bill all families at the same rates, regardless of if parents choose to provide meals and snacks themselves.

If your child wishes to bring a treat such as cookies or cupcakes for a birthday or other special occasion, please be sure to send enough to be shared with the entire class. PLEASE DO NOT BRING CANDY OR TREATS CONTAINING NUTS. Please work with the classroom teacher in advance.

Breast milk for infants must be provided in bottles that are clearly labeled with the child's name, the date milk was expressed, the date the bottle was prepared, and the volume of milk in each bottle. Powdered formula can be provided in its original container labeled for the student. Prepared formula can also be provided in bottles clearly labeled with the child's name, the date the bottle was prepared, and the volume of formula in each bottle. Bottles will be given in compliance with each child's written schedule. If a child's schedule changes, please provide an updated schedule in writing.

Food Supplements or Modified Diets

If your child requires a food supplement or a modified/special diet, a Child Medical/Physical Care Plan for Child Care form must be completed by your physician. The Preschool may be able to accommodate some requests, but in most case, parents will be asked to supplement the Preschool's menu selections.

SUPERVISION POLICIES

Supervision of Students

Faculty members will always supervise students, including naptime. If a student becomes ill, he/she may be isolated in a section of the room not in use, but within the sight and hearing of a faculty member.

Custody Agreements

In the case of divorced or separated parents, we will release the student to either parent unless there is a court document stating otherwise. Custody statements from divorce/separation agreements must be kept on file.

Transitioning

You will be notified when your child is ready to move up to the next classroom. As part of the procedure, parents will be notified via email when the transition will take place. They will need to respond to the email that they accept the transition. Students will then visit the new classroom first with their current teacher and then without their current teacher for 2 weeks. Should parents want to meet with the teachers in their child's new classroom, a Parent-Teacher Conference will be arranged.

Child Abuse Reporting

All faculty members are trained in child abuse recognition and are mandated reporters of child abuse. If the Interim Preschool Director or a teacher has suspicions that a child is being abused or neglected, they

WILL make a report to the Cuyahoga County Child Abuse Hotline. The safety of the students is always our first concern.

MANAGEMENT OF ILLNESS/COVID-19

The Preschool is for well students. Parents are asked to keep their child home if she/he is ill. If she/he becomes ill during the day, the parent will be notified and is expected to plan to pick the student up as soon as possible.

At any time during the day, a child with 99.7-degree temperature or above will need to be taken home. Until a parent arrives, the child will be taken to an isolation room (which will be the classroom 107) with a teacher. Children will not be permitted to re-enter the Preschool until they are fever free without the use of fever reducing medication for two full days.

Due to COVID-19, students will not be admitted, or will be discharged during the day, if they are observed to have any of the following signs or symptoms of illness:

1. Fever of 99.7 or higher
2. Chills
3. New or unchanged cough (not typical of baseline)
4. Shortness of breath or difficulty breathing
5. Fatigue
6. Muscle or body aches
7. Headache
8. New loss of taste or smell
9. Sore throat
10. Congestion or runny nose
11. Nausea or vomiting
12. Diarrhea two or more times in one day
13. Persistent pain or pressure in chest
14. New confusion
15. Inability to wake or stay awake
16. Bluish lips or face

Students will be permitted to return to school when they are symptom free for 48 hours or if are symptom free for 24 hours AND have medical clearance to return from their pediatrician.

As of August 1, 2022, Students who test positive for COVID-19:

- Should isolate and remain away from school for 5 days. (The day of diagnosis or first symptoms is “Day 0” – the isolation period continues for 10 days past that day.)
- Students may return to school after 5 days if they have a temperature of less than 99.7°F without fever reducing medication and other symptoms are improving.
- Students will be required to wear a KN95 mask while attending school. The class will continue to social distance in the social hall for the remainder of the 10 day isolation period.

Exposure to COVID-19:

- Exposure means having been within 6 feet or less of an infected person for 15 minutes or more.
- Students with a known exposure will be required to quarantine at home for 5 days and may return with a negative COVID test.

Teachers who test positive for COVID-19:

- Will remain off work and isolate for a minimum of 5 days.
- Teachers may return to work after 5 days if they have a temperature of less than 99.7°F (without fever reducing medications) and other symptoms are improving.
- If available, a rapid antigen home test will be done on Day 5 of isolation with a negative result required for return to work. If the result is positive, the teacher will remain off work until 2 home tests, taken a minimum of 24 hours apart, are negative.
- Upon return-to-work teachers will wear a surgical, N95, or KN 95 mask for a minimum of 5 additional days.

All teachers:

- Will always wear a surgical, N95, or KN 95 mask except when outdoors or when eating/drinking.
- Teachers returning from isolation or continuing to work with a recent exposure will eat separately from other staff and students

Teachers who have been exposed to COVID-19 but have no symptoms and who have had a COVID booster or completed their primary vaccination series (Pfizer or Moderna within 6 months, J&J within 2 months):

- May continue to work with a surgical, N95, or KN 95 mask.
- Teachers will do a rapid antigen home test on Day 5 if available. If the test is negative, the teacher will continue to work. If positive, the teacher will follow the above isolation protocol.
- If the teacher has not received a booster or is not within the above period after primary vaccine series, the teacher will need to quarantine for 5 days, perform a rapid test on Day 5 if available, and if the test is negative, return to work on Day 6 with a surgical, N95, or KN 95 mask. If positive, teachers will follow the above isolation protocol.

If there is a positive case of COVID-19 in an Infant or Toddler Classroom in which any students are less than 2 years of age:

- The class will close for a period of 10 days, virtual learning will commence
- All students in that classroom should quarantine.
- Deep cleaning will take place in the classroom.
- The teacher in that classroom will follow the exposure protocol as outlined above.

If there is a positive case of COVID-19 in a classroom in which all students are 2 years of age or older:

- The class will close for a period of 5 days, virtual learning will commence.
 - Students who were not in attendance on the day of the exposure will be permitted to return to the classroom. The teacher will follow the above exposure protocol while students are present.
- All students in that classroom should quarantine for five days.
- Deep cleaning will take place in the classroom.

- The teacher in that classroom will follow the exposure protocol as outlined above.
- The class will reopen on day 6 from exposure. Students returning to the program will be required to wear a well fitted KN95 mask. Students will eat and nap in a socially distance space with the use of HEPA filters.

If more than 3 classrooms are closed due to positive cases of COVID-19: The entire Preschool will be closed, and virtual learning will continue for 10 days for all students. The Preschool will also close if we are unable to legally maintain required teacher-student ratios.

Confidentiality of individuals testing positive for Covid-19 will be maintained. These protocols are under constant review and will be adjusted, as warranted and possible, by public health recommendations and conditions.

The Interim Director will review with new teachers, substitutes and volunteers recognition of illness and hand washing procedures. Teachers and students will engage in frequent hand washing to control the spread of infection.

Students will not be admitted, or will be discharged during the day, if they are observed to have any of the following signs or symptoms of illness:

1. Diarrhea two or more times in one day
2. Severe cough
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of 100° or more with other symptoms
7. Untreated infected skin patches
8. Unusually dark urine
9. Grey or white stool
10. Stiff neck
11. Evidence of lice, scabies, or other parasitic infestation

A parent and the Interim Preschool Director will determine a course of action if any of the following are detected:

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting
5. Mild cold symptoms

A student having symptoms of a communicable disease will be isolated from the other students. Classroom 107 will be used for isolation. If necessary, an unoccupied area of the classroom will be used for any ill student. The student's cot and blanket will be available. The student will always be within sight and sound of an adult. Parents will be notified to pick up their child as soon as possible.

Students who are absent due to illness will be readmitted when their symptoms are no longer present for a minimum of . If a student has been ill with any of the following illnesses, a doctor's statement may be necessary for re-admittance:

1. Lice
2. Scabies
3. Pinworm
4. Impetigo
5. Ringworm
6. Drainage from eyes of any type
7. Strep throat

Please note that a physician's statement along with everyone in the student's household must be nit free for the student to be readmitted.

It is most important and necessary that the Preschool be notified immediately in the event an enrolled student contracts a communicable disease. This includes, but is not limited to strep infections, influenza, chicken pox, impetigo, lice, pink eye, measles, mumps, tuberculosis, and polio. The Communicable Diseases Chart is in the Preschool lobby and the Interim Preschool Director's office. A notice will be emailed to the parents in the classroom any time a case of a communicable disease is reported in the Preschool.

If a student is not feeling well but does not display any of the symptoms for required dismissal, the student will be offered an isolated area to rest on a cot. Parents will be notified, and a decision made as to a course of action. If a student is very upset or uncomfortable, parents may be asked to pick up the student.

When a student's cot is used for illness, it will be cleaned with the appropriate germicidal detergent.

Please note that we require all children and staff to be current in their immunizations unless there is a medical exemption on file.

When ill, faculty members will be asked to abide by the same restrictions as the students. All faculty members have received training in communicable diseases.

If an outbreak, epidemic or infectious disease occur, a temporary closure of children's facilities may be necessary. During an outbreak, epidemic or infectious disease emergency, the decision to close would be based on recommendations from national, state, or local public health officials. The ECE Director will notify the Executive Director about the temporary closure. Each guardian will be notified about the outbreak, the symptoms, and the duration of how long the facility will be closed.

Temple Emanu El Preschool encourages our students and their immediate families to remain socially distant from others during non-Preschool hours. Please be mindful of activities that you engage in with your family during evenings and weekends.

ADMINISTRATION OF MEDICATION

Prescription and non-prescription medications will be administered at the Preschool only with written permission and instructions from the child's physician, dentist, and/or parent, or guardian. Parents must administer the first dose of any new medication taken by the child prior to the medication being administer by the Preschool.

Prescription medications will be administered when the child's physician or dentist has signed the permission form provided by the Preschool, and when the medication is in its original container with prescription label attached. For any medication to be administered, parents must sign a permission form. Specific instructions must come from the child's physician, dentist, or parent regarding dosage and time of administration. The date of the prescription must be current within six months. Each form is for the period indicated by the physician or 6 months, whichever comes first.

No student will be allowed to self-administer medications of any type, including inhalers, lotion, and lip balm.

Non-prescription, non-aspirin, fever-reducing medications, cough or cold medications which do not contain codeine, or topical creams, lotions, and ointments, may be administered after completion of a Request for Administration of Medication for Childcare form. Non-prescription medication must be in its original containers with the label and dosage information attached. These medications will be administered for no longer than three days, unless instructed by physician.

ACCOMMODATION OF DISABILITIES

Temple Emanu El aims for inclusion of all members of our community. If a child, parent, or guardian requires modification to policies and practices, the Interim Preschool Director will collaborate with involved parties to ensure appropriate accommodations.

If a child with a disability requires medication to be administered while a child is present, a Child Medical/Physical Care Plan for Child Care form AND a Request for Administration of Medication for Childcare form must be completed. Staff must be trained on administration of medication.

Should a child with a disability require physical care while present, Child Medical/Physical Care Plan for Child Care form and staff must be trained on physical care procedures.

ACCIDENTS AND EMERGENCIES

The faculty members have received training in First Aid and CPR. In the case of a minor accident or injury, the faculty member will administer basic first aid and care towards the student. An Incident Report will be written for which parents will sign and receive a copy the same day.

There is a First aid kit in every classroom as well as in the Interim Preschool Director's office. There is also a first aid cabinet in the Work Room in the center of the Administration wing.

If the injury is more serious, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, **9-1-1** will be contacted, parents will be notified, and a faculty member will accompany the student to the hospital with all available health records. Parents will be contacted and necessary decisions will be made together, time permitting. If the student is in transport, the parent will be notified of the nature of the accident and where to meet the student and faculty member.

Please note that parents must complete a Medical form for each child enrolled in the Preschool. This form must be updated annually. For a student to be enrolled in the Preschool, the parent must grant consent for Temple Emanu El Preschool to transport the student and obtain emergency treatment.

OPPORTUNITIES FOR PARENT INVOLVEMENT

All parents are invited to be a part of the Temple Emanu El Preschool Parent Committee. The committee meets monthly in the evening. The committee is involved in fund raising activities, parent education programs, graduation festivities, and support of faculty members.

Parents will be called upon as appropriate to share their professional expertise for parent education programs and/or school programs.

Parents are invited to participate in classroom activities, including reading to students and joining in with our weekly Shabbat morning service. **Beginning August 13 until further notice, social events that are deemed to be safe by the ECE Director, Clergy, Executive Director and Lay Leaders may occur. Local and national COVID guidance will determine the frequency, location, and activity.**

FACILITY

Temple Emanu El Preschool is licensed to utilize the full Temple facility.

Cleaning of Facility

Teachers are responsible for cleaning countertops, tables, and chairs after snacks and meals daily. The entire Temple Emanu El facility is cleaned and sanitized nightly by Temple Emanu El paid custodians. Custodians are trained on appropriate usage of cleaning chemicals and supplies. Classrooms and bathrooms are given special attention so that they are ready for use daily.

Aerosol sprays are never used when children are in attendance.

Onsite Support of Breast Feeding or Pumping

Classroom 111 is available as a private room for breastfeeding or pumping throughout the school day. **Beginning June 15, 2020 and until further notice parents' will not be allowed to enter the Preschool Wing to Breast Feed.**

DISASTER PLAN

All classrooms are equipped with a land-line telephone where teachers can page each other, the Preschool or Main Office, and can make outside calls including to **9-1-1**.

Entrance doors are locked for security reasons. Each family has its own 4-digit code for admittance that they may share with others who will drop off or pick up students. Visitors must press the entrance call button and be identified by a staff member to be admitted.

Temple Emanu El Preschool has devised several procedures to follow if an emergency would occur while a child is in the Preschool's care. In the event of a fire or tornado, faculty members will follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot.

To prepare children for the unlikely need to evacuate, the Preschool conducts monthly fire drills, tornado drills during the month of April through October and a quarterly lockdown.

Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the Preschool, our emergency destination is the Orange Village City Hall located at 4600 Lander Road. A sign

will be posted on the door of the Preschool indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come pick up students. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event of an environmental threat or a threat of violence, the faculty will secure the children in the safest location possible, contact and follow the directions provide through Temple Emanu El's Emergency Procedures Manual and given by the proper authorities and contact the parents as soon as the situation allows. An emergency supply bag in every classroom and in rooms and offices throughout the building.

All staff members of Temple Emanu El are trained annually on the Emergency Procedures Manual.

In case of an immediately need, Temple Emanu El has an automated external defibrillator in the coat room at the front of the building.

Emergency alerts, including weather related late start, will be texted to all parents through the Remind system. As new students enroll, parents are contacted through the system to sign up.

From time to time, the Jewish Federation Security Vehicle or an Orange Village Police Department cruiser will drive through and/or park in the parking lot. Orange Village Police are encouraged to use the Temple parking lot when they are filling out departmental reports. The Federation and Police make these rounds to make sure that our property is secure.

Inclement Weather

The Preschool will open at 9:00 am whenever the Orange City Schools are closed due to inclement weather. Families will be notified via email, Facebook, and a text Remind system as early as possible.

Please be aware that emergency situations may occur due to inclement weather. If the Interim Preschool Director and Executive Director agree that the conditions are unsafe for staff or families to enter the building, then TEE Preschool may decrease their hours of operation or close. Families will be notified via email, Facebook, and a text Remind system as early as possible.